Contents

For more information visit the **State of Iowa Pcard Program** website or contact the State Pcard Team at Pcard@iowa.gov.

State of Iowa Pcard Team
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Online Registration

Access Online is US Bank's online credit card management system. Cardholders and Agency administrators are expected to monitor transactions and allocate expenses regularly to ensure accuracy and efficiency. At the end of the billing cycle, Cardholders must print and sign statements, verify expenses, match receipts plus any informal quotes and/or other documentation as needed, and submit to required approvers and Agency Administrators according to internal procedures.

Statements are available on the 21st day of the month unless the 20th falls on a weekend or a holiday. Then the cycle ends at midnight of the following business day.

Creating A Cardholder Account and Logging In

Log on to the site at: **https://access.usbank.com** to register your Cardholder Account online. This must be completed **BEFORE** you can access your account information, transactions or statements. Enter *Iowa* in the Organization Short Name field and select Register Online. When registering, you must include your State of Iowa email address in order to receive monthly statement notices.

Access® Online

Contact Us

Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

Forgot your password?

Register Online

Activate Your Card | Change Your PIN

Please Note:

Organization Short Name is **Iowa**

Password is a case sensitive field!

1. Click **Register Online**.

Then complete the following steps:

Online Registration
Account Information

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *

2. Type your organization short name.

Account Number: *

Account Expiration Date:
Month * Jan ∨   **Year** * 2019 ∨

[Send a Code]

3. Specify your account information.

<<Back to Login Page

Online Registration
Account Information

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *

ACME

Account Number: *

*************1234

Account Expiration Date:
Month * Jan ∨   **Year** * 2020 ∨

[Send a Code]

4. Click the **Send a Code** button.

<<Back to Login Page

Tip! If you make a mistake in typing your information, then Access Online displays an error message. If you receive this error message, then check your entries for formatting (e.g. that you do not have any spaces in your account number), correct the information, and continue. If you cannot continue, then contact the Help Desk or your Program Administrator for assistance. If you become locked out of the registration, then your Program Administrator can unlock you.

If you do not complete a required field (designated with an asterisk on the screen), then Access Online displays the following error message: "A required field has been left blank, please complete." If you receive this error message, then check the required fields and complete the blank ones.

From: Access Online <donotreply@access-online.com>
Sent: Wednesday, August 7, 2019 9:50 AM
To: Smith, Carlos <cpsmith@acme.com>
Subject: Access® Online Passcode

Here's your passcode.

To register your account, please enter the following passcode on the Online Registration: Passcode page. The code will be active for 10 minutes.

Passcode:

123456

If you didn't request a passcode, please contact us at 800.523.9078.

We accept relay calls.

This is an automated message. For assistance, please Contact Us.

U.S.: Cardmember Service, PO Box 6335, Fargo, ND 58123-6335
Canada: Cardmember Service, 120 Adelaide St. W., Suite 2300, Toronto Ontario M5H 1T1

5. Wait for the passcode to arrive to your email inbox.

Online Registration
Passcode

A passcode was sent to your email address on file:

 c****h@acme.com

The passcode will expire in 10 minutes. You may request another passcode after one minute. If this email address doesn't look correct, please contact your organization.

* = required

One-Time Passcode *

6. Enter the passcode

Send me another code

Continue

<<Back to Login Page

Online Registration
Passcode

A passcode was sent to your email address on file:

c****h@acme.com

The passcode will expire in 10 minutes. You may request another passcode after one minute. If this email address doesn't look correct, please contact your organization.

* = required

One-Time Passcode *

123456

Send me another code

Continue

7. Click Continue

<<Back to Login Page

Licensing Agreement

8. Review the licensing agreement

Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by   . Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by   . Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and   Bank and supersedes all prior

commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

9. Click the Accept Button

I Decline   **I Accept**

Online Registration
Password and Contact Information

Organization Short Name: BLAFS
Functional Entitlement Group: CHF001

Required fields have red asterisks.

User ID & Password

* = required

10. Type a user ID between 7-20 alphanumeric characters

User ID: * (7 to 20 alpha-numeric characters)

Your organization may use passwords or password phrases. Click the information icon to find which option your organization uses and to get suggestions/requirements.

Password: *

ⓘ

11. Specify your password/password phrase by typing your password/password phrase two times.

Confirm Password:*

12. Specify your authentication questions and responses.

Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1:*

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

13. Specify your contact information.

Authentication Response 3: *

Contact Information

First Name:* **Last Name:*** **MI:**

Address 1: * **Address 2:**

City: * **State/Province:** * **Zip/Postal Code:** *

Country: *

Phone Number:* **Fax Number:**

Email Address: *

[Continue] [Cancel Registration]

Passwords and password phrases

Passwords

Passwords must be 12 – 99 alphanumeric characters. Passwords must contain *at least* one uppercase letter, one lowercase letter, one number, and one special character. You cannot use any part of the user ID, the first name, or the last name. You cannot reuse a password for 12 months. Passwords are case-sensitive.

Password phrases

Password phrases are a phrases, instead of single words. You can include multiple words with or without spaces, but do not put a space at the beginning or end of the password phrase and do not put two spaces together. Your password phrase must be at least 14 characters long, but longer is better. Your password phrase can include numbers and special characters, but they are not required. Your password phrase should be unique, so do not use lyrics, quotations, and aphorisms.

Allowed special characters for password phrases

For password phrases, the system allows all special characters without restrictions.

Learn more: Access Online requires all users to set three authentication questions and answers. This practice increases the security of system access and thus protects the account information in Access Online. If you registered online, then you set your authentication questions answers then. You can update your questions and answers at any time using the My Personal Information function. Refer to the Access Online: My Personal Information quick start guide. You also answer one of your questions if you use the Forgot Your Password function. Program Administrators can view, but not edit, your questions. Program Administrators cannot view your answers. Help desk staff can also see your questions, but not your answers. Help desk staff can only validate as correct/ incorrect the answers you give them on the telephone.

Access® Online

Log Out

Event Driven Notification
Payment Plus
Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home

Contact Us

Training

Welcome to Access Online TONY PAULUS
Your last login was 08/25/2017

Language Selection:
American English ✓

Message Center

Message(s) from Access Online

If you did not enroll in Enhanced Security Authentication, then you are logged into Access Online.

Pre-Auth Purchasing

Switch Account
...7629 ✓

Acct#/Name:	...7629 PURCHASING WEST
Account ID:	006976299071
Account Status:	Open
Current Balance: ❶	$0.00
Credit Limit: ❶	$1.00
Available Credit: ❶	$1.00

Quick Links

Manage Home Page Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

Last 10 Transactions Posted

Posting Date	Merchant	Amount
07/25	PAULSEN FOODS LLC	$10,685.25
07/20	PAULSEN FOODS LLC	$13,333.32
07/15	PAULSEN FOODS LLC	$19,595.00
07/11	PAULSEN FOODS LLC	$16,802.60
07/06	PAULSEN FOODS LLC	$25,299.92
06/26	PAULSEN FOODS LLC	$10,016.82
06/22	PAULSEN FOODS LLC	$16,199.25
06/15	PAULSEN FOODS LLC	$6,183.45
06/11	PAULSEN FOODS LLC	$17,619.00
06/05	PAULSEN FOODS LLC	$13,234.30

❶ Information

Transaction Management

Monitoring Account Activity

One of Access Online's key benefits is the ability to **monitor account activity.** Accounts may be monitored by Cardholders or Agency Pcard Administrators and should be done regularly to detect fraud early and reduce the additional time, paperwork and expense needed to address it.

- **Addressing fraudulent transactions <u>BEFORE they print on the statement</u> prevents having to pay the charges for later reimbursement.** To view charges <u>after they post</u>: Transaction Management – Transaction List – Card Account Summary with Transaction List. See <u>Viewing Current Posted Transactions</u> below.

Viewing Current Posted Transactions

Pcard and Travel Card transactions post to Transaction Management within 1-3 business days. From the Home screen left-hand navigation, select **Transaction Management**.

The screen below will *ONLY* appear if both Pcard and Travel Card accounts exist. Select **Purchasing Card** for Pcard or **Corporate Card/One Card/Other** for Travel Card maintenance.

Next, select **Transaction List** to search for transactions in the current cycle, or **View Previous Cycle** to view/allocate after the cycle has ended.

From the next **Transaction Management** screen, you are able to reallocate.

Allocating/Reallocating Transactions

Each Pcard has been assigned (mapped) to **default account coding** (chart of accounts: fund, department unit and object code). Some **Merchant Category Codes (MCCs)** have been mapped to default object codes (which describes the type of merchant business). Default object codes for all transactions must either be verified as accurate or reallocated. (If you don't know your Agency's accounting strings, consult your Budget Analyst or finance department.)

From the **Transaction Management** screen, the current (open) transaction list is selected by default from the **Billing Close Date** drop-down menu. Inside the drop-down menu, all active or previous billing cycle transactions are available for review. To allocate or reallocate transactions, simply select the **Accounting Code** live link from the Transaction List on the right.

Transaction Management
Card Account Summary with Transaction List

Product: Purchasing Card
Card Account Number: ***********
Card Account ID:

Switch Products
Switch Accounts

» Trans List

[−] Card Account Summary

Account Number:
Account Name:

Billing Cycle Close Date: Open   Search   Print Account Activity

Open Account

[+] Search Criteria   Return to top

[−] Transaction List   Return to top

Records 1 - 25 of 31
Page: 1 | 2

Select Desired Allocation Code

Check All Shown | Uncheck All Shown

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Purchase ID	Comments	Accounting Code
☐		10/11	10/14	OMAHA SYMPHONY	402-3450202, NE	$97.50	⊚		953000		0001|411|5110|||2219
☐		10/11	10/14	WALMART.COM 8009666546	8009666546, AR	$26.94	⊚		34899453		0001|411|5110|||2229
☐		10/11	10/14	WALMART.COM 8009666546	8009666546, AR	$20.94	⊚		31636149		0001|411|5110|||2229
☐		10/08	10/09	ANFP	630-5876336, IL	$56.00	⊚		136576		0001|411|5110|||2219
☐		10/08	10/09	LMC*LAERDAL MEDICAL	800-431-1055, NY	$50.95	⊚		I0286346		0001|411|5110|||2299
☐		10/08	10/09	NATL AS DUALLY DIAG	845-331-4336, NY	$79.95	⊚		10164771478		0001|411|5110|||2219
☐		10/08	10/09	AUTISM ASPERGER PUBLIS	913-897-1004, KS	$45.00	⊚		0000009412		0001|411|5110|||2213

(An "A" will appear in this column if the transaction has been reallocated.)

Next, select the **Allocations** tab to view default allocations, change account coding or distribute transactions either by percentage (total must equal 100%) or dollars (total dollars must sum). When reallocating, you must enter content in the **Comments** field before your reallocation will be accepted and **Save Allocations** to lock in your changes. If the default accounting code is correct, no action is needed.

Transaction Management
Transaction Detail

Product: Purchasing Card
Card Account Number: ************
Card Account ID:

Switch Products
Switch Accounts

Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail		Purchase ID		Accounting Code
	10/11	10/14	MENARDS 3046	DES MOINES, IA	10.68	(III)		COMPLEX		0674|005|X674|||2229||||||||||||||

(D) Disputed (II) (III) Trans Detail Level (A+) Reallocated

| Summary | Allocations | Transaction Line Items | Tax Data | Comments |

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required   Allocation Source: Allocation Rule Last Changed By: System

Remove	Amount		Percent	Accounting Code - Segment Name (Length)					
				FUND (4)	DEPARTMENT (3)	UNIT (4)	SUB UNIT (4)	APPR UNIT (9)	OBJECT (4)
☐	$ 10.68	OR	100.00 %	0674 *	005 *	X674 *			2229 *

Remove

Total Allocated: $ 10.68   100.00 % Apply Accounting Code: [____▼] **Apply**
Amount Remaining: $ 0.00   0.00 % Additional Allocation(s): [1] **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Scroll to far right to enter comments!

PROGRAM PERIOD (6)	COMMENTS (30)	Favorite
		Add as Favorite

Allocating transactions weekly makes reconciliation faster once statements are generated!

COMMENTS REQUIRED: When reallocating, content must be added to the **Comments** field at the far right of the screen before reallocations will be accepted. ***You must scroll to the far right to access the Comments field. Be sure to Save Allocations*** to lock in changes before exiting. If the default accounting code is correct, no action is needed.

WHY WE ALLOCATE: Allocating in Access Online streamlines the payment process. Transaction data and accounting strings are extracted from Access Online 15 calendar days after the cycle close date. Through a data interface, the information is uploaded to I/3 and used to automatically generate Payment Request Commodity (PRC) documents. Accurate allocations in Access Online result in accurate PRCs – without the manual entry!

Note that the comments entered in Access Online are included with the accounting info – Code + Comments must match exactly for line items to roll up. To help ensure consistency, some agencies create a master list of accounting codes and corresponding comments. Another option is Accounting Code Favorites.

Creating Accounting Code Favorites

A great time-saving tip is creating **Accounting Code Favorites**. You may save up to 25 favorites! To create a favorite, scroll to the far right of the reallocated accounting string and select **Add as Favorite**.

From the screen below, select the **Add** button to create up to 25 favorites. Remember to **Save** when done!

When you return to the Allocations tab, your saved favorites will appear in the **Change To** drop-down menu for future reallocations. Don't forget to **Save Allocations**.

You can change or update Accounting Code Favorites from the **Manage Favorites** option in the left-hand menu under **My Personal Information**.

Mass Allocation – Transaction Management

Log into Access Online.
Select Transaction Management from the left navigation menu.

1. To allocate several transactions to the same accounting string, check the appropriate boxes and select Mass Reallocate.

2. Next, enter the desired accounting string or select a saved favorite and Save Allocations (must have Fund, Dept., Unit, Object, as well as description in the Comment field at far right).

3. To mass allocate with multiple percentages and dollar values, insert the number of Additional Allocation(s) and select Add (shown below).

| Alloc % | Accounting Code - Segment Name (Length) | | | | | |
	FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
0.00 %	0343	252	1939	OO		2299

Total Allocated: 0.00 %   Additional Allocation(s): 3 Add

Save Allocations

4. Enter your Allocation percentage values and update accounting code strings manually or via saved favorites per above.

| Remove Alloc | Alloc % | Accounting Code - Segment Name (Length) | | | | | |
		FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
☐	70.00 %	0343	252	1939	OO		2219
☐	10.00 %	0343	252	1939	OO		2700
☐	20.00 %	0343	252	1939	OO		2299

Remove Allocation(s)

Total Allocated: 100.00 %   Additional Allocation(s): 1 Add

5. To create new favorites, scroll to the far right and enter a description in the comment field; select Add as Favorite.

COMMENTS(30)	Favorite
paper, pencils	Add as Favorite
office furniture	Add as Favorite
office misc purchases	Add as Favorite

6. After your allocation is completed, make sure to Save Allocations.

| Remove Alloc | Alloc % | Accounting Code - Segment Name (Length) | | | | | |
		FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
☐	70.00 %	0343	252	1939	OO		2219
☐	10.00 %	0343	252	1939	OO		2700
☐	20.00 %	0343	252	1939	OO		2299

Remove Allocation(s)

Total Allocated: 100.00 %   Additional Allocation(s): 1 Add

Save Allocations